Umeå university logotype Date Reg. no. FS1.1-782-15

Partner university logotype/s

Agreement

Joint Degree - Doctoral Education

Partners

An agreement has been concluded between the University of [university 1] represented by [name, title] (hereafter referred to as XX).

AND

Umeå University, Sweden, represented by the Vice chancellor, the Faculty of XX, represented by [name], Dean of the Faculty, and the Department of [specify], represented by [name], head of department (hereafter referred to as UmU).

With regard to the legal framework applying in Sweden and in XXX as well as to each university’s regulations on doctoral education,

HEREBY STATE

Their intention to establish the joint doctoral education of doctoral students who are [education degree] in [subject] from [xxx higher institution that awarded the degree], and

Their intention to award the students with the doctoral degree in accordance with the following stipulations.

The general syllabus (GSB) is presented in **Appendix A**. Each individual study plan (hereafter referred to as ISP) shall, in conjunction with the application or admission, be specified in **Appendix B**, and the template for the degree certificate in **Appendix C**.

Any amendment to this contract or the annexes shall be made in writing through mutual agreement between the parties.

# Students and supervision

Conforming to the regulations of both countries and higher education institutions [abbreviated designation of Partner University] and UmU hereafter designated the Partner Universities, agree to put in place and effect a joint doctoral educational programme.

The doctoral students will be supervised by at least one supervisor each in each of the Partner Universities. This agreement covers the terms of the training and the support that the doctoral students will receive for the preparation of a thesis. The joint doctoral educational programme will lead to the qualification of [official denomination of the qualification] at Umeå University and [official denomination of the qualification] at [Partner University]. At least two supervisors shall be appointed for each doctoral student. At least one of them shall be nominated as the principal supervisor, through a mutual agreement between the Partner Universities. All supervisors shall be named in the ISP. The principal supervisor and any other supervisor will jointly be involved in the continuing assessment of the doctoral students work in progress. If a supervisor resigns, the applicable procedures at the corresponding university shall be complied with and the other university must be informed. Apart from the aforementioned supervisors, each Partner University shall appoint a contact person responsible for non-academic issues.

# Administrative Terms

## Host University

One Partner University [indicate either UmU or Partner University] will be the ***Host*** university and the partner university responsible for the overall administrative management related to the doctoral students registered onto the joint doctoral educational programme and examination procedures as agreed. The doctoral students will also be subject to the degree programme regulations of both/all universities. Partner Universities will admit the doctoral students. The Host University will host the public defense, offer graduation ceremony and be responsible for the issuing of the degree certificate, unless other is specifically agreed in writing.

## Admission

The joint edicational programme is fully integrated at the partner universities and all Partner Universities are fully responsible for the joint programme. Each Partner University admits to the full programme.

The doctoral students will formally be admitted by both/all partner universities to the joint programme.

The students must meet the relevant requirements of the Partner Universities regarding admission to the doctoral education as well as regarding progression and completion of the same.

## Registration

The doctoral students will be registered at the Partner Universities according to the terms and regulations specific to each of the Partner Universities. For day-to-day functions the local rules of the university in which the students are studying will apply. Personal details of the students will be held by both universities to facilitate registration and other relevant administrative processes. The doctoral students’ registration details will be included in the statistical information on students numbers compiled by the Partner Universities, as appropriate and required. Each Partner University agrees to allow a doctoral student enrolled for studies in a joint doctoral programme to have the same level of access to facilities enjoyed by other doctoral students enrolled at that university.

## Responsibility for the different components of the programme

The responsibility for the different components will be divided as listed below. UmU will be responsible for [list the components]. [Name of partner university] will be responsible for [list the components]. The components have to be performed by one of the partner universities. *(The chart below is an example on how to define the responsibilities of each partner university)*

|  |  |  |
| --- | --- | --- |
| Component | Months | Responsible partner university |
|  |  |  |
|  |  |  |

## time periods at each university

The doctoral students are expected to publicly defend the thesis after four years of full time studies. The work, as appropriate, will be carried out at the Partner Universities. The doctoral students should spend a minimum of [XX months] at each Partner University. If research within the doctoral programme should be carried out outwith a Partner University that Partner University is still responsible for the supervision of the doctoral students.

|  |  |  |
| --- | --- | --- |
| Partner university | Xx months | Identified part of education |
|  |  |  |
|  |  |  |

An attached individual study plan (ISP) (Appendix B) will specify the doctoral students’ time and funding plan, research plan, courses etc. The ISP shall be revised annually by the doctoral students and the supervisors. The time plan may be changed through mutual agreement between the doctoral students, the supervisors and the appropriate administrative authorities of each Partner University. Such changes shall be entered into the ISP. In addition, and where applicable, immigration rules may provide restrictions and stipulations on time spent at each Partner University which must be applied.

## Recognition

The doctoral students shall be given credit for, and be able to transfer credit for, a successfully completed component of the programme at the partner university/-ies without specific assessment by the other partner university/-ies.

## Fees, scholarships and costs

The doctoral students will be eligible to apply for scholarships, for access to hardship funds and doctoral positions, where and when applicable, but will be eligible at any one time to be in receipt of full assistance from only one of the Partner Universities. The Partner Universities shall be permitted to discuss between themselves any proposed award of scholarship, employment or other.

The partners of the joint doctoral edicational programme have the plan to implement the following type of funding (employment, scholarships or other) for the different parts of the programme as follows:

|  |  |  |
| --- | --- | --- |
| Partner university | Xxx months? | Type and level of funding |
|  |  |  |
|  |  |  |

Doctoral education is free in Sweden and UmU does therefore not charge fees from doctoral students. The doctoral students within this joint programme will not pay any fees, the Partner Universities will hereby agree to settle any questions of fees between them by mutual agreement. The individual doctoral student shall be exempt from any requirement to pay any fees.

Travel costs incurred by the doctoral students for travelling between Partner Universities will be covered as follows: [if applicable, enter travel costs arrangements e.g.:1 return ticket]

All costs for the doctoral students, and supervisors, such as travel, accommodation, everyday living expenses and extra insurance coverage should be agreed upon and specified in the ISP.

In case one of the Partner Universities, for any reason, cannot fulfill its financial commitments, the responsibility will not pass on to the other parties of this agreement.

## insurance

Doctoral students employed at UmU, while studying at UmU, will be covered by regular insurance scheme. Doctoral students employed at UmU, while studying at [name of Partner University and country] as a doctoral student, will be formally contracted for service abroad and eligible for the insurance according to the “Student UT”. Such insurance will be provided by [name of Partner University]. A doctoral student not employed at UmU, while located at UmU as a doctoral student, will be covered by the UmU with a personal insurance according to the “Student IN”. This insurance is not valid during the doctoral student’s leisure time.

In the event that regular coverage is deemed insufficient, it will be the responsibility of each doctoral student to make sure the healthcare and insurance arrangements are made.

Partner university insurance …………..xx

# academic TERMS

The partners of this Agreement guarantee that the proposed joint doctoral educational programme will be built on a scientific basis and be pursued so that high quality is achieved.

## working thesis title

The proposed title of the thesis can be found in the ISP (Appendix B) of the doctoral student.

## learning outcomes

The learning outcomes that have been decided for the joint educational programme can be found in the general syllabus (Appendix A).

## individual study plan

An individual study plan (ISP) shall be established at the time of the start of the doctoral education. The ISP shall define the study plan and explicitly indicate academic, research, financial and administrative modalities related to the doctoral students’ participation in the programme and the amount of time to be spent at each partner university. The ISP shall be followed up regularly, at least once a year, and may be revised after mutual recognition.

## intellectual property

The doctoral students, the supervisors and the Partner Universities will comply with the relevant policies of both/all Partner Universities with regard to intellectual property in order to protect the doctoral students’ research and the publication of the research results. If there is a conflict between the intellectual property regulations of the Partner Universities, the doctoral students, the supervisors and the Partner Universities agree to resolve this by mutual agreement.

UmU applies the principle of “professor’s privilege”. Therefore UmU claims no ownership over results produced from the work of the doctoral student in his/her research project. However, UmU reserves the right to freely use general techniques, systems and methods in further research and teaching, that are developed or utilized by the doctoral student within the research project.

## Assessment and examination

The doctoral students will be required to complete assessments of his/her doctoral research work in accordance to the rules and regulations of the Partner Universities. Final examination for the award of the joint degree of Doctor of Philosophy will consist of:

* A written doctoral thesis
* A single public defense

The doctoral thesis will be presented and defended at a public defence. One person shall chair the oral defense. A faculty opponent, not chairing the examination, shall be appointed to perform the public defense. The faculty opponent shall not be active at the university where the public defense takes place. An examination committee consisting of three or five members, not including any of the doctoral student’s supervisors, will set the grading PASSED or FAILED of the thesis and the public defense.

One of the committee members setting grade must not be active at the university where the doctoral students are to be assessed. The examiner/opponent shall not participate as a member of the examination committee.

## joint award of the doctor of philosophy

The joint doctoral educational programme will lead to the qualification of [official denomination of the qualification] at Umeå University and [official denomination of the qualification] at [Partner university] subject to the satisfactory completion of all award requirements by the doctoral students in accordance with the regulations of the [all]. The degree certificate will be established by the university responsiblefor overall administrative management**.** A template of the degree certificate is attached (Appendix C).

## diploma supplement

Diploma supplement(s) will be attached to the degree certificate. The diploma supplement (s) will describe the nature, level, context, content and status of the studies that were pursued and successfully completed by the individual named on the original qualification to which the diploma supplement(s) is appended. It should be free from any value judgements, equivalence statements or suggestions about recognition. It shall be clearly stated in the diploma supplement(s) that the studies were pursued within the context of a jointly awarded degree.

## confidentiality

“Confidential information” refers to such information provided by a Partner University during the collaboration which:

* is clearly marked “confidential, or
* if disclosed orally, is characterized as confidential at the time of the disclosure

From time to time during the term, UmU and [Abbreviated designation of Partner University] will exchange confidential information. Such information may be disclosed orally or in writing. Each Partner University undertakes to keep such information secret and confidential and not to disclose the same to any other person except to the extent that such information is:

* in the public domain (other than as a result of the breach of any obligation of confidence),
* known to the receiving party at the time of disclosure, has been legitimately disclosed to a Party by any other source than, and independently of, a Party to this agreement, and/or
* is required to be disclosed by laws or regulations or with a court or administrative order.

The Partner Universities agree not to disclose any confidential information to any third party. The Parties agree not to use any confidential information for any purpose other than as set out in this agreement without the prior written consent of the disclosing Party in each specific case. Each Partner University reserves all rights in its confidential information, or any other information disclosed hereunder, and no rights or obligations other than those expressly recited herein are granted or to be implied from this agreement. In particular, no license is hereby granted directly or indirectly under any patent, invention, discovery, copyright or other intellectual property right now or in the future held, made obtained or licensable by either Partner University.

The receiving Party must take all reasonable measures to ensure that confidential information is kept confidential. The receiving Party may only reveal confidential information on a need-to-know basis to employees and other persons engaged by that Party for the execution of the Project. The receiving Party ensures that employees or other persons to whom confidential information is disclosed will observe confidentiality in accordance with the provisions of this agreement.

# length of agreement

The agreement shall enter into force upon signature by all parties and remain in force for an initial period of ten years. At the latest one year before the expiry of the term, the Partner Universities will review the provisions of this agreement and by mutual consent may renew the agreement for an additional term with or without amendments to the provisions provided that this is not to the detriment of any doctoral students then participating in the joint edicational programme. Mutual written approval from an authorized signatory of [Partner University’s Abbreviated Designation] and UmU, will be required to execute any amendments or to sanction additional terms. Should any or all of the parties decide to terminate this agreement, the doctoral students then participating in the joint doctoral programme shall be allowed to complete their studies in accordance with this agreement.

The length of the agreement concerning an individual doctoral student is subject to the legislation and local regulations of each partner university.

# dispute resolution

If there is a difference in the interpretation or execution of this document, all Parties agree that they will solve it by mutual agreement.

# SIGNATURES

|  |  |
| --- | --- |
| Vice Chancellor(name):  Name:  Date: | Vice Chancellor (name):  Name:  Date: |
| The Dean of the faculty of (name of faculty):  Name:  Date: | The Dean of the faculty of (name of faculty):  Name:  Date: |
| The head of the department of [name of department]  Name:  Date: | The head of the department of [name of department]  Name:  Date: |